

**24HOURS OR MORE  
EXTENDED VISITATION REQUEST  
(MUST SUBMIT TO PMO ADMIN 7 WORKING DAYS IN ADVANCE)**

**01 Sep 2015**  
**DATE**

From: Sgt Smith, Steve C xxxxxxxxxx PMO, H&HS  
**RANK (NAME) LAST FIRST MI DoD ID UNIT**

To: Provost Marshal's Office, Marine Corps Air Station Iwakuni  
Via: Military Housing Director, Permanent Party Manager, TLF Manager,  
Kintai Inn Manager

Subj: VISITATION REQUEST

Ref: (a) MCASO 5500.2U

Use DD/MM/YY format

1. Per the references, I am a Status of Forces Agreement (SOFA) person. I request that the individual(s) listed below be authorized as my guest(s) aboard the Air Station during the period 01 Oct 2015 to 14 Oct 2015 (total 14 days).

(Day/Month/Year) (Day/Month/Year)

My telephone numbers are 253-xxxx (WORK) 080-xxxx-xxxx (CELL PHONE).

My email address is xxxx@xxxx.com.

Sponsors MUST provide a copy of all pages of a Third Country National guest's passport. A copy of the first page, w/picture, is required for other Country National guest's. Passport copies of U.S. and Japanese National guest's are not required.

\*\* Children 17 years old or younger traveling without their parents need to attach signed "Permission Statement"

NAME (MR/MRS/MS) <i>Fist,Middle,Last</i>	NATIONALITY/PRESENT ADDRESS/TEL#	PASSPORT ALIEN REG. CARD, JAPANESE D/LIC, HEALTH INSU. CARD	DATE OF BIRTH (D/M/Y)	RELATION- SHIP TO SPONSOR
MS.HANAKO IWAKUNI	JP/Iwakunishi,Misumicho x-x-x/080-xxxx-xxxx	PP#XXXXXXXXXX	1JAN1990	SISTER IN LAW
MR.TARO OTAKE	JP/Iwakunishi,Marifucho x-x-x/080-xxxx-xxxx	HEALTH INS. CARD XXXXXXXXXXXXXX	10OCT2010	FRIEND'S CHILD
MS.STEPHANIE SMITH	CANADIAN/(ADD.&PHONE#)	PP#XXXXXXXXXX	1FEB1991	FRIEND

Submit copy of the front page of unexpired passport for except American/Japanese

Children 17 years old or younger traveling without their parents need to attach signed "Permission Statement"

**I REQUEST THIS/THESE GUEST(S) BE AUTHORIZED TO STAY AT (CHECK APPROPRIATE BLOCKS)**

Select your guest's lodging place. \*Housing → put your housing number  
\*Kintai Inn or TLF → circle one of them, \*Off base → put address or Hotel info.

MY ASSIGNED FAMILY HOUSING BUILD.#XXXX-XX	KINTAI INN (TLF)	OTHER (ADDRESS/HOTEL NAME) Iwakuni-shi,Marifu-machix-x-x
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2. My guest's vehicle license number is Yamaguchi 580 xx-xx, and the owner's name is Hanako Iwakuni.

Required if driving on base

3. As the sponsor of my guest(s), I assume responsibility for their misconduct and/or any damages incurred while aboard the Air Station, as well as ensuring that they properly use Air Station facilities. I will ensure that my guests are familiar with applicable military and Japanese laws governing their conduct. Further, I understand that my guests do not possess SOFA status and are personally responsible for maintaining their visa requirements.

4. Facility access is contingent upon MCX and DECA policy and should be addressed with each facility directly.

*Steve Smith*

(APPLICANT'S SIGNATURE)

ENDORSEMENT on \_\_\_\_\_ltr of \_\_\_\_\_ (Date)

From: **Housing Director, Permanent Party Manager, TLF Manager, Kintai Inn  
Manager** (Please circle one)

To: Provost Marshal's Office

1. Forwarded, approved/disapproved for a total of \_\_\_\_\_ days on a space available basis for lodging or family quarters.

If your guest(s) will stay on base, get the signature from Lodging Office

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

From: Provost Marshal's Office

To:

Subj: VISITATION REQUEST

1. Your request is approved/disapproved. Your guests must maintain a copy of this letter plus photo identification at all times.

\_\_\_\_\_  
SIGNATURE

**APPROVAL IS FOR BASE AND LODGING ACCESS ONLY.**

**Facility access is contingent upon MCX and DECA policy and should be addressed with each facility directly.**